SCHEME OF ASSISTANCE TO VOLUNTARY/PRIVATE ORGANISATIONS FOR ORGANISING SEMINARS/TRAINING COURSES/ WORKSHOPS/ ANNUAL CONVENTIONS, ETC., CONNECTED WITH BOOK PROMOTIONAL ACTIVITIES

A. Introduction

A number of organizations have applied for financial assistance for organizing Seminars/Training Courses/ Workshops/Annual Conventions related to the Book Promotional Activities. These organizations belong to writers, publishers, and booksellers. On the number of occasions grants were released on ad-hoc basis by the Ministry of HRD to meet 75% of approved expenditure of such Seminars, etc. In future such requests from the organizations engaged in the development of Book Industry will be dealt with in accordance with the following rules and regulations.

B. Scope

Under this scheme, financial assistance may be given to the organizations for any one or more of the following purposes:

(a) To organize seminars of Indian Authors/Publishers/Booksellers on subjects which have direct bearing on book promotion in India.
(b) To organize training courses on a subject directly related to book promotion.
(c) To organize Annual Conventions/Conferences of Writers/Publishers/ Printers/Booksellers.
(d) To conduct research/survey connected with book industry.
(e) Any other activity which may be found conducive to the development of book industry, etc.

C. Eligibility

Voluntary organizations of writers, publishers and booksellers and others engaged in the book promotional activities which are registered under the Societies Registration Act 1860 (Act of 21 of 1860).
D. **Conditions for Grant/Assistance**

1. The organization should be a registered society under the Registration of societies Act, 1860 (Act XXI of 1960). It should have been in existence at least for three years.

2. Before the amount is paid, a bond has to be executed by the organization in respect of the grant. The organization receiving grant shall have to give a undertaking that no grant-in-aid has been received from any other authority of the Central/State Government and that a grant or aid for the same purpose has not been applied for by the organization any of those authorities.

3. The organization shall have to give an undertaking that the grant shall be utilized for the purpose it is sanctioned. Failure to do so will render the organization liable to refund to the Trust grant in full with penal interest thereon as the Trust may decide.

4. An amount equivalent to at least 25% of the actual expenditure shall be contributed by the organization from its own sources, falling which proportionate amount will be refunded to the Trust.

5. The grant for organising the Seminars/Workshops/Training Courses/Conventions is subject to the ceiling of expenditure on each item approved by the NBT.

6. Any organisation in receipt of the financial assistance shall be open to inspection by an officer of the National Book Trust, India or an Officer of Indian Audit and Accounts Department.

7. Separate accounts for the grant will be maintained and any information sought by this Trust will be furnished within stipulated time.
8. A utilization certificate, certifying that the amount has been utilized for the purpose duly supported by a statement of audited accounts from a Chartered Accountant, should be furnished within one year of the sanction of grant.

9. A typed/printed copy of report of the Seminar with evaluation report specifying the usefulness of the event to the organization, participants and book industry, shall be sent to the Trust within one month of the date of holding the seminar etc.

10. Grants under this scheme will not be given for meeting previous liabilities or debts.

11. The Trust reserves the right to reject any application for grant without assigning any reason at any stage.

12. The organisation must be open to all citizens of India without distinction of castes, creed or religion.

13. No foreigner from outside India will be invited by the organization without the prior approval of the Trust.

E. **Extent of Assistance**

All requests of financial assistance will be considered on merit and grants will be sanctioned for approved items of expenditure only. The grants sanctioned will not exceed 75% of the total approved expenditure.

F. **Procedures for submission of application**

(a) All applications with full details should be submitted to:

The Director
National Book Trust, India
An Autonomous Organisation under the Ministry of
Human Resource Development, Government of India
Nehru Bhawan, 5 Institutional Area, Phase-II
Vasant Kunj, Phase-II
New Delhi-110070
Phone: 011-26121830, Fax: 011-26121883
E-mail: director@nbtindia.org.in, Website: www.nbtindia.org.in
(b) Each application should inter-alia contain the following information:

(i) A brief description of the objective and activities of the organisation.

(ii) Whether the organization is registered one or affiliated to any other organization. In case the organization is affiliated, the application need to be routed through the affiliating body.

(iii) The constitution of the Board of Management.

(iv) The latest annual report.

(v) A copy of the audited accounts of the organization for the previous financial year together with a copy of the last Balance Sheet.

(vi) A statement of grants received so far from the State Government/Central Government or other bodies indicating in each case:

   (a) The purpose for which the grant was obtained.

   (b) How it was utilized.

   (c) Progress made for which assistance was given and

   (d) Whether all conditions to previous assistance were duly observed.

(vii) An undertaking that once the estimates of expenditure are approved as reasonable and the grant assessed on the basis of these estimates, they shall not be modified by the organisation without prior approval of the Trust.

(viii) Full justification with details will be necessary for the estimates of expenditure.
SCHEME OF ASSISTANCE TO VOLUNTARY/PRIVATE
ORGANISATIONS FOR ORGANISING SEMINARS/TRAINING
COURSES/WORKSHOPS/ANNUAL CONVENTIONS, ETC.,
CONNECTED WITH BOOK PROMOTIONAL ACTIVITIES

APPLICATION FORM FOR THE FINANCIAL YEAR 2014-15

IMPORTANT

1. Application received in an incomplete form will not be entertained
2. Application form may be filled in neatly

PART-I
(To be filled by the applicant)

1. Name of the organisation with complete postal address giving names of Block, Taluk,
District, State, etc., (in Block Letters)

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Mobile/Telephone No. .................................................................
Email ........................................................................................................

2. Brief history of the organisation, its objects and activities

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3. Whether registered under Indian Societies Registration Act, 1860 (Act XXI of 1860),
public trust non-profit making company? Give number

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4. Whether the office of the organisation is located in its own or rented building?

5. The programme for which the grant is applied for:

6. The duration of the programme

7. Whether any part of the expenditure on the project is being or is likely to be provided by some other official, non-official or foreign source? If so, indicate the extent and name of the agency.

8. Total estimated expenditure on the project Rs. ..............................................

9. Amount of grant requested...Rs..............................................................

10. Whether the organisation is in a position to meet its share of the expenditure? If so, indicate the probable source.
11. List of papers/Statements to be attached:
   1. Constitution/Memorandum of the organisation
   2. Registration Certificate
   3. Constitution of the Board of Management with particulars of each member
   4. Latest Audited Report
   5. Audited Accounts for the last three years along with a copy of the certified Balance Sheet for the previous year
   6. Details of the project which should include a statement giving item-wise and year-wise details of estimated expenditures on the project

12. List of additional papers, if any.

PLACE

DATE

Signature of authorized person
Designation & Stamp
Check List for Filling up of Bond, Resolution and PSR

BOND

1. Columns of sureties (Signature, Name and address)
2. Column of Witness (Signature, Name and address)
3. Date of execution of the Bond
4. Signature of the Registrar/Competent Authority for and on behalf of the University/Institution/Organisation

RESOLUTION

1. Name of the University/Institution/Organisation
2. Name of the event for which grant-in-aid sought
3. Signature of the Registrar/ and other Competent Authority or other wise
4. PSR to be signed by the Registrar/ and other Competent office bearer, affixing revenue stamp and Office seal
SCHEME FOR THE SUBSIDISED PUBLICATION OF BOOKS

NATIONAL BOOK TRUST, INDIA
Scheme for the Subsidised Publication of Books

in English, Hindi or in any other language listed in the 8th schedule of the Constitution, which may serve as textbooks, discipline-oriented supplementary reading material and reference books at the undergraduate and postgraduate levels in Indian universities and at diploma level in technical institutes

NATIONAL BOOK TRUST, INDIA
PREFACE

The broad objective of the Scheme for the Subsidised Publication of Books is to provide assistance to authors and publishers for producing books of an acceptable standard at reasonable prices for students and teachers of Indian universities and technical institutes. The books may be in English, Hindi or in any other language listed in the 8th Schedule of the Constitution, and may serve as textbooks, discipline-oriented supplementary reading material and reference books.

Only such books are subsidised under the Scheme for which a definite need is felt and which relate to subject areas where books of an acceptable standard are either not available or are so highly priced to be beyond the means of the students.

Some salient features of the Scheme, which has recently been revised to remove bottlenecks and to make it more attractive for authors and publishers, are given below:

i) the author receives royalty @ 20 per cent of the published price of the subsidised edition of the book, directly from the Trust, on publication of the book;

ii) the publisher is paid 50 per cent of the total cost of production of the book, as subsidy;

iii) the selling price of the book is fixed at two times the unit cost of production.

The Trust invites publishers to submit proposals for consideration under the Scheme according to the procedure described below:

1. Applications are accepted by the Trust in the prescribed application form (Annexure II), accompanied by the complete manuscript/book (including the rough artwork/transparencies) and a letter of
recommendation from a person who is either a Dean of Faculty or a Professor in a university in the subject to which the manuscript/book relates or, in the case of Diploma level books, the Head of the Department of the concerned discipline, certifying that the book/manuscript is of an acceptable standard and would be useful to students studying at the Diploma or Degree level.

2. Each proposal should be accompanied by a brief description of the book, in about 1000 words, explaining what the book is about; in what way it is different from other books available on the subject; the purpose that it serves, etc.

3. Manuscripts/books received for consideration are sent for evaluation to experts in the relevant fields. If the reviewers suggest major modifications or revisions, the publisher is asked to submit a revised manuscript for re-assessment; however, if no major changes are involved, the author is expected to carry out the suggestions of the reviewer and submit a certificate in token thereof.

4. Once the proposal for assistance of subsidy is accepted in principle, the Trust calls for provisional cost estimates from the publisher, on the prescribed proforma (Annexure III), together with the complete (revised) manuscript and photocopies of the final artwork and cover design with the colour layout.

5. While submitting the provisional cost estimates, the publisher has to ensure that these are close to the actual cost of production, subject to 10 per cent variation which may occur due to increase or decrease in the number of pages.

6. The Trust then calculates the probable or likely cost of production, subject to 10 per cent variation, based on the most cost-effective method of printing and on its approved schedule of rates, and works out the amount of subsidy and royalty payable to the publisher and author, respectively, and the tentative price of the book.

7. After fixing the tentative selling price and working out the amount of subsidy and royalty, the Trust enters into an agreement with the publisher for inclusion of the book in the Scheme and permits the publisher to go ahead with the production of the book. The proposal is not considered as finally approved unless the agreement is signed by both the parties.
8. Once the book is printed, a physical verification by the NBT officials is conducted and, if the Trust is satisfied that all specifications have been complied with, it authorises the publisher to release the book for sale.

9. After the book is released for sale, the publisher submits a certificate of audit, based on which payment of subsidy and royalty is released by the Trust.
In supersession of all rules and orders on the subject, the National Book Trust, India hereby formulates the following scheme for the subsidised publication of books:

1.00 **PRELIMINARY**

1.01 This scheme may be called "Scheme for the Subsidised Publication of Books".

1.02 This scheme shall come into force on the 1st day of August 1992.

2.00 **OBJECTIVE**

The broad objective of the Scheme is to provide books of an acceptable standard at reasonable prices to students and teachers all over the country. The books, to be published in English, Hindi or in any other language listed in the 8th Schedule of the Constitution, may serve as textbooks, discipline-oriented supplementary reading material and reference books at the undergraduate and postgraduate levels in Indian universities and at diploma level in technical institutes.

3.00 **SUBJECT AREAS**

The books subsidised under the Scheme will be those for which a definite need is felt and would relate to subject areas where books of an acceptable standard are either not available or are so highly priced to be beyond the means of the majority of students.

4.00 **SELECTION OF SUBJECTS**

Books on the following subjects would be considered for subsidy:
a) Subjects as identified by the Core Committees set up under the guidelines and directions of the Chairman, National Book Trust, India.

b) Subjects other than those identified by the Core Committees, but approved by the Core Committees of the respective disciplines;

c) Subjects which meet the requirements of clause 3.00 above;

d) NBT would be selective about accepting titles in English, and should encourage the publishers of Indian languages to derive the maximum benefit out of the scheme; and

e) the scope of the Subsidy Scheme has been widened to give subsidy for the publications, in Indian languages, of thought-provoking works of non-fiction, addressed to the general reader and pertaining to various fields of arts, humanities, social sciences, science, technology, medicine, etc., including dictionaries and encyclopedias.

5.00 ELIGIBILITY

5.01 The following books/manuscripts will be eligible for consideration under the Scheme:

a) Books/manuscripts by authors who are citizens of India.

b) As a special case, books/manuscripts by authors who are not Indian citizens by birth but are domiciled in India.

c) Adaptations and translations, by Indian authors, of books published abroad, if found of exceptional merit and essential for students pursuing Diploma or Degree courses in India, provided such books are not available under the joint programme of Government of India with any other Government for publication of low-priced educational material. Such books published in India for the first time will be treated as the first editions for the purpose of subsidy.

d) A good translation in any Indian language or English of a title already approved under the Scheme.
e) Books whose estimated unit cost of production, calculated on the basis of the rates approved by the Trust, is not less than Rs 20.00.

5.02 Books which have already undergone one edition in this Scheme will not be eligible for grant of subsidy.

6.00 SUBMISSION OF PROPOSALS

6.01 Proposals should be submitted by the publisher/author(s) in the prescribed application form, given as Annexure II, along with the synopsis of the book. The application form shall be accompanied by:
   a) Complete manuscript/book (including the rough art work/transparencies), duly bound and paginated.
   b) Letter of recommendation from a person who is either a Dean of Faculty or a Professor in a university in the subject to which the book/manuscript relates or, in the case of Diploma-level books, the Head of the Department of the concerned discipline, testifying that the book/manuscript is of an acceptable standard and will be useful to students studying at the Diploma or Degree level. Such a letter of recommendation will not be required in case of books already subsidised by the Trust.
   c) A non-refundable amount of Rs 500.00 (Rupees five hundred only) by a crossed bank draft payable to the National Book Trust, India towards the reviewing charges.
   d) A brief description of the book, in about 1000 to 2000 words, explaining what the book is about; in what way it is different from other books available on the subject; the purpose that it serves, etc.

6.02 The application should be complete in all respects. Proposals for publishing less than 1000 copies will not be considered.

6.03 The publisher/author will give a declaration that no
financial assistance has been obtained, and no application for such aid has been made for the publication of the proposed book from any other source.

6.04 The publisher/author may, with prior intimation to the Trust, run extra copies of the title at his/her cost, without any additional financial assistance from the Trust. The Trust will not be responsible for paying royalty on such copies.

7.00 EVALUATION OF PROPOSALS

a) Proposals received by the Trust shall be evaluated either by two experts identified by the Core Committee of the subject area concerned or, if a proposal relates to a subject area for which no Core Committee exists, by the Trust, in accordance with the guidelines laid down by Committee set up by the Chairman/Director, National Book Trust, India.

b) On the basis of the evaluation, the Trust will decide whether or not the book/manuscript is to be subsidised. The decision of the Director/Chairman shall be final and no correspondence on the subject will be entertained. The Trust would, however, communicate the reviewers' comments to the publisher/author, without disclosing their identity to the publisher/author or vice-versa, as the case may be.

c) Approval of the proposal will be subject to the acceptance by the publisher/author of the terms and conditions stipulated under the Scheme.

d) If, in the course of evaluation, any modifications, revisions, deletions or additions to the text are suggested by the reviewer and the Director/Chairman is of the view that the incorporation of such suggestions will improve the book/manuscript, these will be referred to the publisher/author for consideration/incorporation.

e) If the evaluation report indicates major modifications or revisions in the text, the publisher/author will have to submit the revised text for re-assessment by the Trust with a note from the author pointing out the details of revision
carried out. The author will have to give justification in case the suggestions made by the reviewers are either carried out partly or not taken into account at all. The Trust will then consider the views expressed by the author and decides as to whether the proposal should be accepted without incorporating the suggestions of the reviewers. The decision of the Director/Chairman in this regard shall be final.

f) If the suggestions made by the reviewer do not involve any major revisions in the text, the publisher/author will be required to suitably modify the text in the light of the suggestions. A line from the author certifying that the requisite changes have been carried out in the manuscript will be provided to the Trust by the publisher. If for certain reasons the author is not available, this certificate may be recorded by the publisher before the production of the book is taken up. Failure to comply with this condition may result in the publisher losing the subsidy.

8.00 CASES WHERE REVIEWS MAY BE DISPENSED WITH

The Chairman may, at his discretion, dispense with the process of having the manuscript/book reviewed in the following cases:

a) If the work has been commissioned and recommended by the University Grants Commission (UGC), in such a case, a copy each of the review reports obtained from subject experts appointed by the UGC will have to be provided to the Trust for perusal and necessary decision, failing which the work will be reviewed as per the procedure laid down.

b) If a manuscript/book relating to engineering/technology has been developed by the Curriculum Development Cell (CDC) of the Indian Institute of Technology or other similar institutions, and the Heads of the CDC and the Institute certify that the manuscript/book has been developed by the above Cell and that it will be useful to students, in such a case, a copy each of the review reports will have to be provided to the Trust.
for perusal and necessary decision, failing which the work will be reviewed as per the procedure laid down.

c) If an earlier edition/reprint of the book was subsidised by the Trust and the proposal for a reprint/edition is made within a period of two years of its last publication, provided the Chairman is satisfied that either no major revision is required or that such revision has already been carried out.

d) If the book was earlier subsidised in another language, provided the translation is of an acceptable standard.

9.00 PRICE

The tentative sale price of the book will be fixed by the Trust, subject to 10 per cent variation in the number of pages of the book, at two times the unit cost of production, which is calculated by dividing the total cost of production (arrived at on the basis of the rates approved by the Trust) by the number of copies printed, including the complimentary copies, and as stipulated in the agreement with the publisher. The final sale price of the book will, however, be fixed by the publisher on the publication of the book, on the basis of the agreement.

For the sake of convenience the sale price will be rounded off to the nearest 50 paise. However, the Trust would have no objection in case the publisher fixes a lower price.

10. COST OF PRODUCTION

With a view to furthering the objective of the Scheme and to ensure that the subsidised sale price of the book is reasonable, the publisher shall make every effort to keep the cost of production low. It is therefore laid down that:

a) A cost-effective method of production, as decided by the Trust, should be adopted for printing the book.

b) Since books of the Subsidy Scheme are meant for the Higher Education Sector, these invariably have to be referred to frequently. It is therefore emphasised that under no circumstances should substandard paper be used. However, while the grammage and quality of the paper would be left at
the discretion of the publisher, to control the cost of production, it would not, unless specifically approved by the Trust, be superior than cream-wove or maplitho of more than 70 gsm. In case of books where a large number of half-tone illustrations or transparencies have to be interspersed with the text, the condition may be suitably relaxed.

c) Unless otherwise approved as a special case by the Director/Chairman, books having less than 400 pages shall have paperback binding.

d) Illustrations which are to be reduced/enlarged by a common proportion, and those which are not to be reduced/enlarged, should be pasted separately for the purpose of plate-making/processing.

e) The print area of the pages should be as per the standards laid down by the Trust.

11.00 COMPLIMENTARY COPIES

The allowance for complimentary copies will be as follows:

1st edition: Ten per cent of the total print-run or 150 copies, whichever is less.

Subsequent editions: Five per cent of the total print-run or 100 copies, whichever is less.

12. SUBSIDY AMOUNT

a) The publisher will be paid 50 per cent (fifty per cent) of the total cost of production, as calculated by the Trust, as subsidy. The above percentage of subsidy includes handling and copy-editing charges.

b) The maximum time schedule for the publication of a subsidised book would be 18 months from the signing of the agreement between the publisher and the Trust. In case the publication is delayed, a grace period of upto 90 days may be permitted to complete the work, failing which a penalty of 5 per cent of the amount of subsidy payable will be imposed.
c) The amount paid to any publisher during a single financial year shall not exceed Rs 4 lakhs. However, this condition may be relaxed at the discretion of the Chairman.

13.00 ROYALTY

a) Royalty at the rate of 20 per cent (twenty per cent) on the subsidised price of the book will be paid by the Trust to the author, irrespective of the terms of agreement between the publisher and the author, against the author’s written agreement that, in lieu of the payment by the Trust, he/she surrenders all claims to royalty payments from the publisher on the work published under this Scheme. In case there is more than one author of the subsidised book, the royalty will be divided amongst the authors as per their mutual agreement or otherwise in equal ratio and proportion. No royalty will be paid on the number of complimentary copies as per clause 11. Royalty in full will be paid to the author(s) on publication of the book to the satisfaction of the Trust and on receipt of a certificate from a Chartered Accountant as per Clause 16. The publisher, however, will be required to submit to the Trust an annual statement of sale as on 31st March of every year by the end of June.

b) The Trust may have no objection to a publisher distributing a larger number of complimentary copies than is permissible under Clause 11. However, in case the publisher distributes a lesser number of complimentary copies and sells the balance, the Trust shall recover the sale proceeds from the publisher on such copies after allowing 40 per cent trade discount. The royalty to the author will nevertheless be paid on the basis of approved print-run minus the number of complimentary copies permissible under Clause 11, irrespective of the actual number of complimentary copies distributed by the publisher.

c) In case of a foreign author/publisher, the Trust will pay royalty in Indian currency directly to the Indian publisher, as per rules in force, after the publisher furnishes a receipt in support of having paid the amount to the copyright holder.
14.00 PHYSICAL VERIFICATION OF PRINTED COPIES

14.01 Once the printing and binding of the book is complete, a representative of the Trust, on at least four days’ notice from the publisher, will physically verify the number of copies printed and check whether or not the production standards and other terms and conditions laid down by the Trust have been complied with. For the physical verification, all the copies should be kept ready at one place and arranged in a manner which will facilitate checking.

14.02 Not more than ten copies may be taken by the publisher for the author’s use/advance promotion and publicity before the verification of the stock is carried out by the Trust’s officials. However, at the time of inspection of stock, the challan in support of having taken the aforesaid copies will be shown to the Trust’s officials.

14.03 In case some defects are found in the book which call for rectification by the publisher, the stock will not be removed from the premises of the binder till such time that the defects are rectified and the stock is re-verified.

14.04 Following the physical verification, if the Trust is satisfied that all specifications, including the quality of production, terms and conditions, etc., have been complied with, it will inform the publisher in writing that the book may be released for sale, subject to the approval of the author with regard to the contents and production. A certificate to this effect will be rendered by the author to the Trust before the payment of subsidy is released.

14.05 The publisher shall supply 15 complimentary copies of the subsidised title to the Trust. These copies will be picked up at random by the representative of the Trust at the time of conducting the physical verification. The Trust may, if considered necessary, take additional copies, subject to a maximum of 25, free of charge, from the publisher.
15.00 FINAL PAYMENT

After the book is released for sale by the Trust, the publisher will be required to submit a certificate from a Chartered Accountant in token of audit, incorporating quantitative and qualitative data under various items. The payment of subsidy and royalty, as stipulated under Clauses 12 and 13, to the publisher and the author, respectively, will be released within a month of the receipt of the certificate from the Chartered Accountant.

16.00 OTHER TERMS AND CONDITIONS

a) The book shall carry the following statement on the verso of the title page:
   
   This book has been subsidised by the Government of India through the National Book Trust, India for the benefit of students.

b) The verso of the title page shall also carry the ISBN number.

c) The subsidised sale price of the book, as approved by the Trust, shall be printed on the verso of the title page and on the back cover, in case the book has paperback binding, and on the first inner flap of the jacket, if the book is in hardback. However, if a book in hardback has no jacket, the price may be printed on the back cover.

d) The book shall also carry the emblem prescribed by the Trust for the Scheme on the top left-hand corner of the front cover/ jacket and also immediately above the subsidy statement lines on the verso of the title page. The size of the emblem shall be 2cm x 2 cm.

e) Any of the rules and conditions mentioned above may be relaxed or modified at the discretion of the Director/ Chairman, whose decision will be final and binding.
PROCEDURE FOR ENTERING INTO AGREEMENT

1.00 SUBMISSION OF PROVISONAL COST ESTIMATES

After the proposal for the assistance of subsidy is accepted in principle, the Trust shall call for provisional cost estimates (Annexure III), together with the complete (revised) manuscript, photocopies of the final artwork and cover design with the colour layout.

While submitting the provisional cost estimates, the publisher has to ensure that these are close to the actual cost of production, subject to 10 per cent variation which may occur due to increase or decrease in the number of pages.

The Trust will scrutinise the provisional cost estimates and, if required, may ask the publisher to provide the comparative cost estimates for other processes of printing.

The Trust will calculate the probable or likely cost of production to be incurred subject to 10 per cent variation in the number of pages of the book, based on the most cost-effective method of printing, and will decide upon the amount of subsidy and royalty payable to the publisher and author respectively and the tentative price of the book.

2.00 ENTERING INTO AGREEMENT

Once the provisional cost estimates have been examined, the tentative selling price is fixed and the amount of subsidy and royalty has been worked out, the Trust will convey to the publisher approval of the proposal and thereafter enter into an agreement with the publisher for inclusion of the book in the Scheme. The proposal will not be considered as finally approved unless the agreement
has been signed by both the parties. The agreement should be signed within six months of the date of approval of the proposal in principle. The name of the book, author, publisher, size of the book, number of pages (subject to 10 per cent variation), price, quality of paper to be used in the book with its size, weight, rate, print-run, amount of subsidy and royalty, process of printing, binding and time stipulated for publication of the book will be specified in the agreement. Extension in time not exceeding six months may, however, be granted by the Director/Chairman for the publication of the book under special circumstances. The agreement would also state that any variation from the agreed specifications is likely to result in delay in the release of payment, and may even cause removal of the book from the Scheme. It would also be made clear in the agreement that the selling price and the amount of subsidy and royalty would not vary due to any fluctuation in the rates of any of the inputs or services. However, any change in the number of pages of the book, not exceeding 10 per cent, would have a proportional effect on the published price, and on the amount of subsidy and royalty to be paid.
NATIONAL BOOK TRUST, INDIA

Scheme for the Subsidised Publication of Books

APPLICATION FORM

(To be submitted either by the author or the publisher)

Review fee: Rs 500.00
Demand draft no...........
Date............................

1. Name of the author(s)/publisher

2. Complete postal address of applicant (Any change in the address to be immediately communicated to the Trust)

3. Name(s), profession(s), designation(s) and present address(es) of the author(s)

4. Nationality of the author(s)

5. Title of the manuscript/book

6. Language

7. Whether the manuscript contains any illustrations. If so, indicate the nature/type and number of illustrations
8. Copyright position of the work
   (please furnish an attested copy
   of the agreement in support)

   Note: Copyright clearance must be
   obtained for the textual matter,
   illustrations and maps, etc.,
   obtained from other sources and
   included in the work.

9. Present status of the work
   (whether manuscript/book and
   edition/reprint for which appli-
   cation has been made. Indicate
   specifically the number of edi-
   tions, reprints or impressions of
   the book under each edition)

10. a) Discipline, sub-discipline and
     a short note about the subject
     matter of the work.

     b) Level of students for whom
     the work would be useful
     (Diploma/under-graduate/
     postgraduate/researchers/
     teachers)

11. Name and designation of an
    educationist of atleast the rank
    of Professor or Dean of Faculty
    (for university level books) and
    Head of Department of the col-
    lege/institution for Diploma
    level books) in the concerned
    subject, recommending the
    work for subsidy. (Recommen-
    dation certificate in original
    should be attached)

19
12. a) Has the book/manuscript been submitted earlier for consideration under the Scheme?

b) If the work was approved earlier, quote:

i) Trust’s last letter of approval

ii) The print-run

iii) Number of copies lying unsold with the publisher

iv) Date of release of the book for sale

c) If the book has been published earlier, without subsidy from the Trust, state:

i) The date of publication of the last edition

ii) The print-run

iii) Number of copies lying unsold with the publisher

13. Number of copies proposed to be published

14. Approximate time required for publication of the work after it is approved under the Scheme
15. I/We certify that the unit cost of the work will be more than Rs 20/- (rupees twenty) on the basis of the Trust's schedule of rates.

16. It is hereby certified that no grant-in-aid has been received from the Central/State Government or any other source for this publication and that no application has been made for such assistance.

or

It is certified that an application/applications for subsidy for the publication of this work was/were made to the Central/State Government or any other source but was/were not approved.

17. Once the proposal for subsidy has been submitted to the Trust, I/we will not bring out any reprint or revised edition of the book without permission of the Trust. In case of violation of this condition, the Trust may cancel the proposal under consideration and I/we will also not be entitled for subsidy for future editions/reprints of this book.

18. If the proposal is approved and the work is published under the Scheme, I/we undertake that, unless the earlier subsidised edition/non-subsidised edition is completely sold out, new subsidised edition or reprint will not be released for sale without the written permission of the Trust.

19. I/We have studied the rules and regulations of the Scheme for the Subsidised Publication of Books, being operated by the National Book Trust for the benefit of the students, and hereby agree to abide by the terms and conditions stipulated therein.

Signature

Address:

Name (in block letters) (Seal of the Company)

(If the application is submitted by publisher)

Date..........................
PROVISIONAL COST ESTIMATES

Details of Specifications

1. Title:
2. Author:
3. Publisher:
4. Language:
5. Print-run:
6. Size
   a) Sheet:
   b) Trimmed:
7. Print area:
8. No. of pages
   a) Text:
   b) Prelims:
   c) Blurb:
9. No. and size of plates
   a) Monochrome:
   b) Colour
10. Process of composing:
11. Process of printing:
    a) Text: No. of colours: Size:
    b) Illustrations No. of colours: Size:
    c) Cover: No. of colours: Size:
12. Type of binding:
13. Paper (indicating size, weight with gsm, and quality)
    a) Fore text:
    b) For illustrations:
    c) For cover:
    d) For endleaves:
    e) For charts, maps etc.
COST ESTIMATES PROFORMA

1. COMPOSING
   a) Text
      @ Rs per page x pp.
   b) Tables
      @ Rs per page x pp.
   c) Captions for illustrations/cover and spine
      @ Rs per page x pp.

2. PROCESSING
   a) Text:
   b) Illustrations:
   c) Cover:

3. PLATEMAKING
   a) Text
      @ Rs x plates
   b) Cover
      @ Rs x plates
   c) Captions for illustrations/cover and spine
      @ Rs x plates

4. PAPER
   a) For text: Rn. sheets @ Rs per ream
   b) For illustrations: Rn. sheets @ Rs per ream
   c) For endleaves: Rn. sheets @ Rs per ream
   c) For cover: Rn. sheets @ Rs per ream
5. **PRINTING**
   
a) **Text**
   
   16 pp forme @ Rs per forme x formes x cols
   
   8 pp forme @ Rs per forme x formes x cols
   
   b) **Illustrations (Monochrome/Multicolour)**
   
   8 pp forme @ Rs per forme x formes x cols
   
   4 pp forme @ Rs per forme x formes x cols
   
   C) **Cover @Rs per colour x cols**
   
6. **PROOF READING**

7. **BLOCKMAKING**

   a) **Illustrations:** Total area: sq.cm. @ Rs
   
   b) **Cover:** Total area: sq.cm. @ Rs
   
8. **BINDING @ Rs. per copy**

9. **LAMINATION/VARNISHING @Rs per copy**

10. **PACKING & FORWARDING @ Rs**

    **Total Rs.................................**

Cost per copy: Rs

Tentative Sale Price: Rs
GUIDELINES FOR REVIEWERS

1. Three copies of the evaluation proforma are enclosed. Two copies, duly completed, may be returned to us and one may be retained by you.

2. Please feel free to supplement the information contained in the proforma with any other information that you may consider relevant.

3. Suggestions for improvement even in the case of works which you may recommend for acceptance without qualification would also be welcome.

EVALUATION PROFORMA

1. Title :

2. Subject :

3. Level for which it is meant :
   Undergraduate/Postgraduate/
   Diploma :

4. Is any other title on the same or a related subject available in the market? Kindly indicate the name(s) of such title(s), together with name(s) of the author(s) and publisher(s), and, if possible, the selling price(s).
5. Does the book relate to a subject area where books of an acceptable standard or, wherever relevant, of Indian perspective, are either not available or are so highly priced to be beyond the means of the majority of students?

6. Does it serve a felt need as
   — a text book?
   — discipline-oriented supplementary reading material?
   — a reference book?
   — an introduction to a new research/emerging area?

7. Is the book purely examination-oriented, i.e. is it a guide book?

8. Is it informative?

9. If it is a textbook, does it cover the subject adequately for the level it is meant for?

10. Is the treatment of the subject systematic, authoritative, and technically correct?

11. Please comment on the style and presentation of the book:

12. Is there anything distinctive or new in the approach or in the method of treatment of the subject?
13. Is there a clarity of thought and expression?

14. Is the information contained in the book up-to-date?

15. In your opinion, are there any passages or statements which may have been lifted from other copy-righted material, for which proper acknowledgement has not been made by the author? If so, please indicate the passages/statements, together with their page numbers.

16. If there are reading lists, are these adequate? Should there be a bibliography and an index?

17. If there are diagrams/photos/tables, are these adequate, relevant, functional and of an acceptable quality?

18. If there are exercises/worked examples, are these well-graded and is their sequence helpful?

19. Is there any complicated legal aspect in the material?

20. How would you rate this book?
13. Is there a clarity of thought and expression?

14. Is the information contained in the book up-to-date?

15. In your opinion, are there any passages or statements which may have been lifted from other copyrighted material, for which proper acknowledgement has not been made by the author? If so, please indicate the passages/statements, together with their page numbers.

16. If there are reading lists, are these adequate? Should there be a bibliography and an index?

17. If there are diagrams/photosgraphs/tables, are these adequate, relevant, functional and of an acceptable quality?

18. If there are exercises/worked examples, are these well-graded and is their sequence helpful?

19. Is there any complicated legal aspect in the material?

20. How would you rate this book?
21. If you were teaching a course on the subject, would you recommend this, either exclusively or along with others?

22. Do you recommend the work for subsidy?

23. Is your recommendation subject to certain modifications/additions/deletions/revision of certain chapters/paragraphs? (Please give specific comments/suggestions for improvement, page-wise, separately)

24. General suggestions for improvement, if any:

25. Comments, if any, on the synopsis of the book:

(Signature)

- Name (in block letters):

Designation and address:

Date:

29
PAGE-WISE COMMENTS/SUGGESTIONS FOR IMPROVEMENT
8. Payment of subsidy and royalty, as stipulated under clauses 12 and 13, respectively, of the Scheme will be made on publication of the Work to the satisfaction of the Trust and on receipt of a certificate from a Chartered Accountant in token of audit, as required under clause 15 of the Scheme.

9. Any variation from the above agreed specifications is likely to result in delay in the release of payment, and may even cause removal of the Work from the Scheme.

10. The selling price and the amount of subsidy and royalty shall not vary due to any fluctuation in the rates of any of the inputs or services. However, any change in the number of pages of the Work, not exceeding 10 per cent, will have a proportional effect on the published price, and the amount of subsidy and royalty to be paid.

11. This Agreement shall be executed within six months of the date of approval of the proposal in principle.

12. The Publisher and the Trust agree to abide by the terms and conditions of the Scheme for the Subsidised Publication of Books.

13. In case of any dispute between the Publisher and the Trust, decision of the Chairman, National Book Trust, India will be final and binding.

IN WITNESS WHEREOF THE PARTIES HERETO HAVE SET THEIR HANDS AND THEIR SEAL THE DAY AND THE YEAR FIRST WRITTEN.

THE PUBLISHER
Signature........................................
Name........................................
Designation..................................
Name and Address of the publishing house (with seal/stamp)

THE TRUST
Director
NATIONAL BOOK TRUST, INDIA
5, Nehru Bhawan, Institutional Area, Phase-II Vasanti Kunj,
New Delhi - 110090

THE AUTHOR(S)
Signature..................................
Name..................................
Designation..................................
Address..................................

In the presence of
Signature..................................
1 Name..................................
Address..................................

Signature..................................
2 Name..................................
Address..................................

In the presence of
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1 Name..................................
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2 Name..................................
Address..................................

Lasertypeset at Capital Creations, New Delhi and printed at Impress Offset, Noida